



WILDWOOD

April 16, 2019

The Honorable City Council
City of Wildwood, Missouri
16860 Main Street
Wildwood, Missouri 63040

Re: **Draft of Request for Proposals (RFP) for Town Center Public Space Area (Ward Eight)**

Council Members:

Overview >>> Attached to this letter is the reviewed draft version of the proposed **Request for Proposals (RFP)** for the six (6) acre parcel of ground that was acquired by the City in 2018. This reviewed, and still draft, document reflects the major points of the Committee Members' discussions of this tract of land, which were held at its meetings in January and April 2019. At these meetings, the members identified three (3) major tasks for the selected firm. These tasks are described therein.

Recent Action and Discussion >>> The Planning and Parks Committee completed its review of this draft document at its April meeting and made a number of changes to it. These changes were intended to ensure the work and product of the *Parks Action Plan Update Committee (PAPUC)* was referenced in it and the discussions that occurred among City Council Members, when the acquisitions were being discussed.

1. Change 'park site' references in the document to 'public green space,' thereby eliminating any inclination to consider the property as a standard park site.
2. Revise Task #2 to ensure that, when the Parks Action Plan 2018 is fully adopted, that its goals and recommendations are used and compared to all public input that will be sought, as part of this process described therein.
3. Add as a task under the Heading of 'Desired Qualifications' the need of the selected consultant to review the City's recreational events and schedules for 2018 and 2019 to help it understand what the public green space may be needed to be used for in the future.

Remaining Steps >>> Thereafter, this input was incorporated into the draft document that is being presented to City Council for the same type of review and comment. With that input, the draft document would then be ready to be issued to the consultant community for responses. Once the responses are received, all of them will be reviewed by the Department of Planning and Parks against defined criteria from the **Request for Proposals (RFP)**, and comments and input from this Committee. This Committee would then be asked to review them as well, and make a recommendation on the firm of choice for the project. This recommendation would then be submitted to City Council for its final action. Thereafter, if a consulting firm is selected, the Department of Planning and Parks would begin the process of contract negotiation with the selected entity. Once a contract proposal is finalized, such would again be reviewed, recommended, and acted upon by the Parks and Planning Committee and City Council.

Information >>> If any of the City Council Members should have any questions or comments regarding this information, please feel free to contact the Department of Planning and Parks at (636) 458-0440. A presentation is planned on this matter at tonight's meeting. Thank you for the opportunity to present this information to the City Council on this important matter.

Requested Action of City Council >>> An authorization from City Council to allow this final draft of this Request for Proposals (RFP) to be advertised for responses from the consulting community.

Respectfully submitted,
CITY OF WILDWOOD

Debra Smith McCutchen, Chair*
Planning and Parks Committee

Cc: The Honorable James R. Bowlin, Mayor
John A. Young, City Attorney
Steve Cross, Co-Interim City Administrator
Rick Brown, P.E. and P.T.O.E., Director of Public Works
Kathy Arnett, Assistant Director of Planning and Parks
Gary Crews, Superintendent of Parks and Recreation

* The Department of Planning and Parks developed this report, in conjunction with the Planning and Parks Committee. Content reflects the Committee's consideration of this subject and not necessarily an individual's position or opinion.



WILDWOOD

REQUEST FOR PROPOSALS - DRAFT

CITY OF WILDWOOD, MISSOURI

DEPARTMENT OF PLANNING AND PARKS

April 16, 2019

VILLAGE GREEN ASSESSMENT AND PLANNING AND DESIGN PROCESS

(Property Addresses – 16904 and 16916 Crestview Drive/Locator Numbers – 23V220013 and 23V220123)

Summary:

The City of Wildwood, Missouri is soliciting proposals from qualified and capable **public green space** park planning and design firms having experience and backgrounds in the development of such public facilities and related improvements to conduct a multiple-faceted program relative to this newly-acquired **public green space** park-site. This program would begin with a thorough assessment of the environmental characteristics associated with the site (**Major Task #1**) and then be followed by a public engagement process to obtain opinions, ideas, and input from residents of this community on what they would like to be included in this **public green space, with the selected firm to compare this feedback to the Parks Action Plan 2018's goals and recommendations, as finally adopted** park facility (**Major Task #2**). Thereafter, the selected firm would interpret that information for the purposes of developing a preliminary design for the property (**Major Task #3**). The selected firm must possess direct and extensive prior park planning and design experience, along with being able to develop a process for the solicitation of public participation and input in this regard. Design fundamentals associated with the use of the land and construction of selected improvements upon it is key as well. Submittals are welcome from companies competent and capable of meeting the requirements of this Request for Proposals (RFP).

Issue Date: May 1, 2019

Submittal Deadline: May 30, 2019 – 5:00 p.m. CST (close of business)

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Background Information:

The City of Wildwood, Missouri has purchased a six (6) acre tract of land in its Town Center Area, which is planned to be its future **public green space** park location. This property is currently vacant, but has a mix of physical characteristics associated with it. These characteristics include certain slopes that exceed fifteen